

Capital Planning Committee
November 15, 2021 Meeting Minutes
Veterans Memorial Building
Via ZOOM

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 6:33PM via ZOOM. Those present included Committee Members: Peter Berube, James McCaffrey, John Corcoran, Erin Underhill. Michael Guzinski, Town Administrator, Carol Johnston, and Clerk, Maureen Canesi.

REVIEW MEETING MINUTES

Mr. McCaffrey made a motion to approve the Capital Planning Committee minutes of 10/12/21. The motion was seconded by Ms. Underhill. A roll call vote was taken and the Committee voted unanimously in favor of the motion.

OUT OF ORDER

DISCUSS COMMUNICATION PLAN FOR SPRING

Mr. McCaffrey shared his email and ideas with regards to the communication plan. The Committee reviewed, discussed and added comments and suggestions. It was determined that a plan should/could be in place by March. John Corcoran agreed to get the plan started.

DISCUSS INCORPORATION OF DEBT ROLL-OFF INTO PROCESS

The Committee discussed how to describe the roll off process in terms of capital.

Chair Barry made updates to the FY2022 Capital Planning Workbook Fall Summary. Mr. Guzinski and Ms. Johnston to explore having representative from Citiworks software speak to the committee about potential capital planning functionality.

DISCUSS POTENTIAL UPDATES TO PRIORITIZATION SCORING

To be addressed at a future meeting.

December 13, 2021 potential next meeting set.

Ms. Underhill made a motion to adjourn at 7:00pm. The motion was seconded by Ms. Berube. A roll call vote was taken and the Committee voted unanimously in favor of the motion.

Respectively submitted by Maureen Canesi.